



Clifton Playgroup Ltd
Company Ltd by Guarantee 07342930

ADMISSIONS POLICY

1 INTRODUCTION

- 1.1 This policy outlines the principles used when allocating places to children for sessions at Clifton Playgroup.

2 GROUP SIZES

- 2.1 For the CUBS GROUP (2 to 3-year-old age group), ratio 1:4 the maximum number of children is sixteen until they pass their 3rd birthday, then the ratio changes to 1:8. When enough children have passed their 3rd birthday we are able to use the different ratio, although we work with a staff team of 4 to each session, enabling us to work at a ratio of 1:5 for 3-year-old+ children.
- 2.2 For the BEARS GROUP (3+ year's preschool group) the ratio is 1:8. The maximum number of children that our setting can accommodate is twenty. We work within this ratio.
- 2.3 There may be occasions where the age groups will be mixed in session, but all ratios will comply appropriately.

3 ADMISSIONS CRITERIA

- 3.1 When allocating places, priority is given to children based on the following admissions criteria:
 - a) Children living in the villages of Clifton and Newton, Hillmorton Locks and Clifton Links, who have had a sibling at Playgroup (within the last 3 years)
 - b) Children living in the villages of Clifton and Newton, Hillmorton Locks and Clifton Links.
 - c) Children living outside the catchment area who have had a sibling at Playgroup (within last 3 years).
 - d) Children living in the Clifton School catchment area (as outlined above) who have a sibling in school.

e) Children living outside the catchment area who have had a sibling at Playgroup (within last 3 years).

f) Children living outside the catchment area who have a sibling at the School.

g) Children receiving 2-year funding

h) All other children living outside the catchment area will be given priority depending on the distance from their home to Playgroup (measured as the crow flies) and how long they have been on the waiting list.

4 ADMISSIONS PRIOR TO THE PRE-SCHOOL YEAR

4.1 Places are allocated on a rolling basis.

4.2 Children are only able to join the group once they reach two-and-a-half years old and in some cases that fit the criteria, at two years.

4.3 Places for children being offered **2-year-old funding**;

- Children must be eligible for the funding and forms filled out and in place. Registration with WCC is to be made. The Playgroup will need to have copy of the acceptance letter from WCC before a place can be confirmed.
- The Manager must be able to ensure the child's needs are met.
- Resources are in place to meet children's needs.
- Staff trained to meet children's needs. Key person named. All observations and assessment to be made, written report produced for parents 3 months after entry.
- Differentiation to planning to be noted in evaluation of planning.
- The correct ratio of staff to children is 1 staff to 4 children.
- Places may only be given if places are open and if in catchment a place will be held but we cannot hold places for children outside catchment. Ratio will be 1:4.
- ALL FUNDED PLACES will have an added charge of £1.35 per session; this will be invoiced termly and will be known as "Additional Charge". This charge is in accordance with Warwickshire County Council funding policy.

4.4 We give priority to children within catchment as places become available, but we do not hold places open for them unless the sessions are paid for.

4.5 When the child reaches 2-years-old the family is contacted by the Playgroup Manager to offer available sessions for 2 ½-years-old.

- 4.6 If there are not sufficient children to make a given session viable (8 children) then the Board of Directors may take the decision not to open that session until further children join the group.

5 ADMISSIONS FOR THE PRE-SCHOOL YEAR

- 5.1 Any child who is not on roll at Playgroup prior to beginning their pre-school year is placed on the waiting list.
- 5.2 Families are encouraged to ensure that their child's name is on the waiting list before the last working day in February to have the best chance of securing their preferred sessions.
- 5.3 We write to all families with children currently on roll at the end of March and those on the waiting list at the beginning of April (after the Easter break) to ask them to indicate which sessions they would like to take up for the pre-school year. The last day in April will be the cut off for replies.
- 5.4 We will aim to allocate places at the same time as school places are confirmed to enable families to co-ordinate all their children.
- 5.5 When allocating pre-school places we adhere to our Admissions Policy. However, we aim to ensure that all children who attended Playgroup prior to the pre-school year are allocated some pre-school sessions.
- 5.6 In some circumstances, Clifton Playgroup may not be able to offer the full entitlement of funded sessions (currently five universal 3-hour sessions per week) to all children.
- 5.7 Due to our size we may not be able to give all the children the 30 hours free entitlement funding. But we will endeavour to give as many free entitlement sessions as we can.
- 5.8 ALL FUNDED PLACES will have an added charge of £1.35 per session; this will be invoiced termly and will be known as "Additional Charge". This charge is in accordance with Warwickshire County Council funding policy and covers the costs of snacks and extra activities, such as cooking, gardening and PE and drama activities.
- 5.9 A charge of £3.65 is used when parents use a 'Lunch Link' session to join an 'am' and 'pm' session. This is at the Manager's discretion as there are limited places.
- 5.10 In the event that we are oversubscribed, then we will offer a reduced number of sessions to children who meet the fewest admissions criteria as follows:

- A place is deducted from all children from outside the catchment area who do not have siblings at school or in Playgroup.
 - A place is deducted from all children from outside the catchment area with siblings at school.
 - A place is deducted from all children from outside the catchment area with siblings at Playgroup.
 - A place is deducted from all children from within catchment who do not have siblings at school or in Playgroup.
 - A place is deducted from all children from within catchment with siblings at the school.
 - A place is deducted from all children from within catchment with siblings at Playgroup.
- 5.11 Following the allocation of places, the waiting list remains open and places are offered to children, in accordance with our admissions criteria, as they become available

This policy was adopted at a meeting of the Board of Directors held on: March 2019.

Signed on behalf of
Playgroup: 

Name: Liz Newbold

Designation: Chair of The Board of Directors
